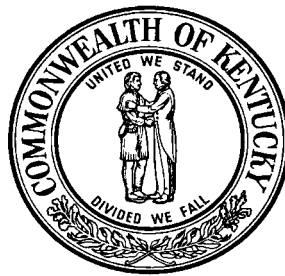


**REPORT OF THE AUDIT OF THE
WOODFORD COUNTY
SHERIFF'S SETTLEMENT - 2002 TAXES**

May 2, 2003



**CRIT LUALLEN
AUDITOR OF PUBLIC ACCOUNTS
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CRIT LUALLEN
Auditor of Public Accounts

To the People of Kentucky
Honorable Ernie Fletcher, Governor
Robbie Rudolph, Secretary
Finance and Administration Cabinet
Honorable Joe Gormley, Woodford County Judge/Executive
Honorable John Coyle, Woodford County Sheriff
Members of the Woodford County Fiscal Court

The enclosed report prepared by Carpenter, Mountjoy & Bressler, PSC, Certified Public Accountants, presents the Woodford County Sheriff's Settlement - 2002 Taxes as of May 2, 2003.

We engaged Carpenter, Mountjoy & Bressler, PSC, to perform the financial audit of this statement. We worked closely with the firm during our report review process; Carpenter, Mountjoy & Bressler, PSC, evaluated the Woodford County Sheriff's internal controls and compliance with applicable laws and regulations.

Respectfully submitted,

A handwritten signature in cursive script, reading "Crit Luallen".

Crit Luallen
Auditor of Public Accounts

Enclosure



EXECUTIVE SUMMARY
AUDIT EXAMINATION OF THE
WOODFORD COUNTY
SHERIFF'S SETTLEMENT - 2002 TAXES

May 2, 2003

Carpenter, Mountjoy & Bressler, PSC, has completed the audit of the Sheriff's Settlement - 2002 Taxes for Woodford County Sheriff as of May 2, 2003. We have issued an unqualified opinion on the financial statement taken as a whole. Based upon the audit work performed, the financial statement is presented fairly in all material respects.

Financial Condition:

The Sheriff collected taxes of \$12,581,064 for the districts for 2002 taxes, retaining commissions of \$390,540 to operate the Sheriff's office. The Sheriff distributed taxes of \$12,171,123 to the districts for 2002 Taxes. Taxes of \$412 are due to the districts from the Sheriff and refunds of \$1,004 are due to the Sheriff from the taxing districts.

Report Comment:

- Lacks Adequate Segregation Of Duties

Deposits:

The Sheriff's deposits were insured and collateralized by bank securities or bonds.

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Carpenter, Mountjoy & Bressler

Certified Public Accountants and Consultants

To the People of Kentucky

Honorable Ernie Fletcher, Governor

Robbie Rudolph, Secretary

Finance and Administration Cabinet

Honorable Joe Gormley, Woodford County Judge/Executive

Honorable John Coyle, Woodford County Sheriff

Members of the Woodford County Fiscal Court

Independent Auditor's Report

We have audited the Woodford County Sheriff's Settlement - 2002 Taxes as of May 2, 2003. This tax settlement is the responsibility of the Woodford County Sheriff. Our responsibility is to express an opinion on this financial statement based on our audit.

We conducted our audit in accordance with auditing standards generally accepted in the United States of America, the standards applicable to financial audits contained in Government Auditing Standards issued by the Comptroller General of the United States, and the Audit Guide for Sheriff's Tax Settlements issued by the Auditor of Public Accounts, Commonwealth of Kentucky. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statement is free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statement. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinion.

As described in Note 1, the Sheriff's office prepares the financial statement on a prescribed basis of accounting that demonstrates compliance with the modified cash basis and laws of Kentucky, which is a comprehensive basis of accounting other than accounting principles generally accepted in the United States of America.

In our opinion, the accompanying financial statement referred to above presents fairly, in all material respects, the Woodford County Sheriff's taxes charged, credited, and paid as of May 2, 2003, in conformity with the modified cash basis of accounting.

To the People of Kentucky

Honorable Ernie Fletcher, Governor

Robbie Rudolph, Secretary

Finance and Administration Cabinet

Honorable Joe Gormley, Woodford County Judge/Executive

Honorable John Coyle, Woodford County Sheriff

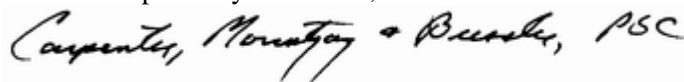
Members of the Woodford County Fiscal Court

In accordance with Government Auditing Standards, we have also issued our report dated October 31, 2003, on our consideration of the Sheriff's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grants. That report is an integral part of an audit performed in accordance with Government Auditing Standards and should be read in conjunction with this report in considering the results of our audit.

Based on the results of our audit, we present the accompanying comment and recommendation, included herein, which discusses the following report comment:

- Lacks Adequate Segregation Of Duties

Respectfully submitted,

A handwritten signature in cursive script that reads "Carpenter, Mountjoy & Bressler, PSC".

Carpenter, Mountjoy & Bressler, PSC

Audit fieldwork completed -
October 31, 2003

WOODFORD COUNTY
JOHN COYLE, COUNTY SHERIFF
SHERIFF'S SETTLEMENT - 2002 TAXES

May 2, 2003

<u>Charges</u>	<u>County Taxes</u>	<u>Special Taxing Districts</u>	<u>School Taxes</u>	<u>State Taxes</u>
Real Estate	\$ 1,007,394	\$ 1,240,991	\$ 6,654,105	\$ 1,789,575
Tangible Personal Property	46,164	56,611	306,745	457,613
Intangible Personal Property				204,030
Increases Through Exonerations	263	295	1,734	474
Franchise Corporation	112,399	155,008	754,377	
Additional Billings	120	137	791	213
Bank Franchises	62,041			
Penalties	4,690	5,646	30,980	9,049
Adjusted to Sheriff's Receipt	5	18	51	8
	<u>5</u>	<u>18</u>	<u>51</u>	<u>8</u>
Gross Chargeable to Sheriff	<u>\$ 1,233,076</u>	<u>\$ 1,458,706</u>	<u>\$ 7,748,783</u>	<u>\$ 2,460,962</u>
<u>Credits</u>				
Exonerations	\$ 2,087	\$ 3,292	\$ 13,840	\$ 3,513
Discounts	18,424	21,151	113,533	41,529
Delinquents:				
Real Estate	7,241	9,318	47,831	12,863
Tangible Personal Property	2,098	2,589	13,941	5,367
Intangible Personal Property				148
	<u>7,241</u>	<u>9,318</u>	<u>47,831</u>	<u>12,863</u>
	<u>2,098</u>	<u>2,589</u>	<u>13,941</u>	<u>5,367</u>
	<u>148</u>			<u>148</u>
Total Credits	<u>\$ 29,850</u>	<u>\$ 36,350</u>	<u>\$ 189,145</u>	<u>\$ 63,420</u>
Taxes Collected	\$ 1,203,226	\$ 1,422,356	\$ 7,559,638	\$ 2,397,542
Less: Commissions *	<u>51,425</u>	<u>47,990</u>	<u>188,991</u>	<u>102,183</u>
Taxes Due	\$ 1,151,801	\$ 1,374,366	\$ 7,370,647	\$ 2,295,359
Taxes Paid	1,150,129	1,373,972	7,355,765	2,291,257
Refunds (Current and Prior Year)	<u>2,156</u>	<u>914</u>	<u>14,488</u>	<u>4,084</u>
Due Districts or (Refunds Due Sheriff)		**		
as of Completion of Fieldwork	<u>\$ (484)</u>	<u>\$ (520)</u>	<u>\$ 394</u>	<u>\$ 18</u>

* and ** See Page 4.

The accompanying notes are in integral part of this financial statement.

WOODFORD COUNTY
 JOHN COYLE, COUNTY SHERIFF
 SHERIFF'S SETTLEMENT - 2002 TAXES
 May 2, 2003
 (Continued)

* Commissions:

10% on	\$	10,000
4.25% on	\$	4,629,735
2.5% on	\$	7,559,638
1% on	\$	383,389

** Special Taxing Districts:

Library District	\$	162
Health District		84
Extension District		118
Watershed District		<u>(884)</u>
Due Districts or (Refunds Due Sheriff)	\$	<u><u>(520)</u></u>

WOODFORD COUNTY
NOTES TO FINANCIAL STATEMENTS

May 2, 2003

Note 1. Summary of Significant Accounting Policies

A. Fund Accounting

The Sheriff's office tax collection duties are limited to acting as an agent for assessed property owners and taxing districts. A fund is used to account for the collection and distribution of taxes. A fund is a separate accounting entity with a self-balancing set of accounts. Fund accounting is designed to demonstrate legal compliance and to aid financial management by segregating transactions related to certain government functions or activities.

B. Basis of Accounting

The financial statement has been prepared on a modified cash basis of accounting. Basis of accounting refers to when charges, credits, and taxes paid are reported in the settlement statement. It relates to the timing of measurements regardless of the measurement focus.

Charges are sources of revenue which are recognized in the tax period in which they become available and measurable. Credits are reductions of revenue which are recognized when there is proper authorization. Taxes paid are uses of revenue which are recognized when distributions are made to the taxing districts and others.

C. Cash and Investments

At the direction of the fiscal court, KRS 66.480 authorizes the Sheriff's office to invest in the following, including but not limited to, obligations of the United States and of its agencies and instrumentalities, obligations and contracts for future delivery or purchase of obligations backed by the full faith and credit of the United States, obligations of any corporation of the United States government, bonds or certificates of indebtedness of this state, and certificates of deposit issued by or other interest-bearing accounts of any bank or savings and loan institution which are insured by the Federal Deposit Insurance Corporation (FDIC) or which are collateralized, to the extent uninsured, by any obligation permitted by KRS 41.240(4).

Note 2. Deposits

The Sheriff maintained deposits of public funds with depository institutions insured by the Federal Deposit Insurance Corporation (FDIC). According to KRS 66.480(1)(d) and KRS 41.240(4), the depository institution should pledge or provide sufficient collateral which, together with FDIC insurance, equals or exceeds the amount of public funds on deposit at all times. In order to be valid against the FDIC in the event of failure or insolvency of the depository institution, this pledge or provision of collateral should be evidenced by an agreement between the Sheriff and the depository institution, signed by both parties, that is (a) in writing, (b) approved by the board of directors of the depository institution or its loan committee, which approval must be reflected in the minutes of the board or committee, and (c) an official record of the depository institution. These requirements were met, and as of May 2, 2003 the Sheriff's deposits were fully insured or collateralized at a 100% level with collateral of either pledged securities held by the Sheriff's agent in the Sheriff's name, or provided surety bond which named the Sheriff as beneficiary/obligee on the bond.

WOODFORD COUNTY
NOTES TO FINANCIAL STATEMENT
May 2, 2003
(Continued)

Note 3. Tax Collection Period

Property Taxes

The real and personal property tax assessments were levied as of January 1, 2002. Property taxes were billed to finance governmental services for the year ended June 30, 2003. Liens are effective when the tax bills become delinquent. The collection period for these assessments was September 16, 2002 through May 2, 2003.

Note 4. Interest Income

The Woodford County Sheriff earned \$9,547 as interest income on 2002 taxes. The Sheriff distributed the appropriate amount to the school district as required by statute, and the remainder will be used to operate the Sheriff's office.

Note 5. Sheriff's 10% Add-On Fee

The Woodford County Sheriff collected \$39,097 of 10% add-on fees allowed by KRS 134.430(3). This amount will be used to operate the Sheriff's office. As of October 31, 2003, the Sheriff owes \$19,657.51 in 10% add-on fees to his fee account.

COMMENT AND RECOMMENDATION

WOODFORD COUNTY
JOHN COYLE, COUNTY SHERIFF
COMMENT AND RECOMMENDATION

As of May 2, 2003

INTERNAL CONTROL - REPORTABLE CONDITION AND MATERIAL WEAKNESS:

Lacks Adequate Segregation Of Duties

We noted a lack of an adequate segregation of duties for the internal control structure and its operation that in our judgment is a reportable condition under standards established by the American Institute of Certified Public Accountants. Due to the entity's diversity of official operations, small staff size, and budget restrictions, the official has limited options for establishing an adequate segregation of duties. However, the Sheriff could implement some of the following procedures to establish some compensating controls to offset the lack of adequate segregation of duties.

- Daily receipts periodically reconciled to daily checkout sheets by a person who has no access to accounting records and does not make deposits.
- Periodic recording of receipts and disbursements ledgers by an individual who does not make deposits or sign checks.
- Bank reconciliation prepared monthly and agreed to the receipts and disbursements ledgers by an individual who has no access to accounting records and makes no deposits.

We recommend that the Sheriff implement the procedures described above to establish controls to compensate for the lack of adequate segregation of duties.

Sheriff's Response:

With a small office staff we can not have segregation of our duties. We do the best we can.

PRIOR YEAR:

Lacks Adequate Segregation Of Duties

This comment has not been corrected and is repeated in this report.

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REPORT ON COMPLIANCE
AND ON INTERNAL CONTROL OVER FINANCIAL
REPORTING BASED ON AN AUDIT OF THE FINANCIAL STATEMENT
PERFORMED IN ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS



Certified Public Accountants and Consultants

To the People of Kentucky
Honorable Ernie Fletcher, Governor
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Honorable John Coyle, Woodford County Sheriff
Members of the Woodford County Fiscal Court

Report On Compliance And On Internal Control
Over Financial Reporting Based On An Audit Of The Financial
Statement Performed In Accordance With Government Auditing Standards

We have audited the Woodford County Sheriff's Settlement - 2002 Taxes as of May 2, 2003, and have issued our report thereon dated October 31, 2003. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in Government Auditing Standards issued by the Comptroller General of the United States.

Compliance

As part of obtaining reasonable assurance about whether the Woodford County Sheriff's Settlement -2002 Taxes as of May 2, 2003 is free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grants, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit and, accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance that are required to be reported under Government Auditing Standards.

Internal Control Over Financial Reporting

In planning and performing our audit, we considered the Woodford County Sheriff's internal control over financial reporting in order to determine our auditing procedures for the purpose of expressing our opinion on the financial statement and not to provide assurance on the internal control over financial reporting. However, we noted a matter involving the internal control over financial reporting and its operation that we consider to be a reportable condition. Reportable conditions involve matters coming to our attention relating to significant deficiencies in the design or operation of the internal control over financial reporting that, in our judgment, could adversely affect the entity's ability to record, process, summarize, and report financial data consistent with the assertions of management in the financial statement. The reportable condition is described in the accompanying comment and recommendation.

- Lacks Adequate Segregation Of Duties

Report On Compliance And On Internal Control
Over Financial Reporting Based On An Audit Of The Financial
Statement Performed In Accordance With Government Auditing Standards
(Continued)

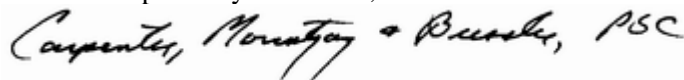
Internal Control Over Financial Reporting (Continued)

A material weakness is a condition in which the design or operation of one or more of the internal control components does not reduce to a relatively low level the risk that misstatements in amounts that would be material in relation to the financial statement being audited may occur and not be detected within a timely period by employees in the normal course of performing their assigned functions. Our consideration of the internal control over financial reporting would not necessarily disclose all matters in the internal control that might be reportable conditions and, accordingly, would not necessarily disclose all reportable conditions that are also considered to be material weaknesses. However, we consider the reportable condition described above to be a material weakness.

- Lacks Adequate Segregation Of Duties

This report is intended solely for the information and use of management and is not intended to be and should not be used by anyone other than the specified party.

Respectfully submitted,

A handwritten signature in cursive script that reads "Carpenter, Mountjoy & Bressler, PSC".

Carpenter, Mountjoy & Bressler, PSC

Audit fieldwork completed -
October 31, 2003

